Recycled-Content Certification for Manufacturers

By completing this form, you are taking the proactive steps of certifying the amount of recycled material in your products prior to being requested to do so by your customers. California law requires local and State public agencies to collect this information for all products, materials, good, or supplies being offered or sold. If manufacturers provide this information now it will be available to agencies, and you will not be repeatedly asked to provide the information by each customer for each product. Pre-certification greatly increases the likelihood that your products will be purchased rather than products for which this information has yet to be obtained. Taking this proactive approach will save you time and money. Complete a row for each product, and attach additional sheets if necessary. This product certification is valid until the product composition changes, and it is the responsibility of the manufacturer to update when these changes affect the certified minimum content.

Manufacturer's Name_____**Date**_____

Address_____**Phone**_____

Fax_____**E-mail**_____**Web site**_____

Product Number / ID SKU	Product Description / Brand / Construction Specification Index (CSI)	Product Category[1]	Postconsumer Material (Percent)[2]	Secondary Material (Percent)[3]	Virgin Material (Percent)[4]	Total Percent[5]
						100%
						100%
						100%
						100%
						100%
						100%
						100%
						100%

Public Contract Code sections 10233, 10308.5, and 10354 require all vendors/contractors to certify in writing, under penalty of perjury the minimum, if not the exact percentage of postconsumer and secondary material in the products, materials, goods, or supplies offered or sold.

Public Contract Code sections 12213 and 12205 (a) require all local and State public agencies to require all contractors to certify in writing, under penalty of perjury, the minimum, if not the exact percentage of postconsumer and secondary material in the products, materials, goods, or supplies offered or sold.

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Print name of person completing form   Title   Signature of person completing form

(See footnotes on the back of this page.)

Footnotes

1. **Product category** refers to one of the product categories listed to the right, into which the reportable purchase falls under the State requirements. For products made from multiple materials, choose the category that comprises most of the product by cost, weight, or volume. **If the product does not fit into any of the product categories, enter "N/A." Common N/A products include wood products, natural textiles, aggregate, concrete, electronics such as computers, TV, software on a disk or CD, telephone systems, printers, copiers, and fax machines.**

2. **Postconsumer material** comes from products that were bought by consumers, used, and then recycled. For example, a newspaper that has been purchased and read, then recycled, and used to make another product would be postconsumer material.

3. **Secondary material** consists of fragments of finished products of a manufacturing process. Examples of secondary material include paper trimmed from an oversized roll in the printing plant and re-grind from a molded plastic product. These excess materials are recycled prior to the finished product reaching a consumer. Therefore, that material would be secondary material (also referred to as preconsumer or postindustrial material) as opposed to postconsumer material.

   Example: If copy paper contained 20 percent postconsumer material, the remainder will be virgin material. Indicate 20 percent in the Postconsumer column and 80 percent in the Virgin Material column. If it contained 20 percent postconsumer material and 40 percent secondary material, indicate 20 percent in the Postconsumer column, 40 percent in the Secondary Material column, and 40 percent in the Virgin Material column.

4. **Virgin material** is that portion of the product made from new or non-recycled material. The material is neither secondary nor postconsumer.

5. The sum of the Postconsumer Material column, Secondary Material column, and Virgin Material column must equal 100 percent.

Note: If it is a refurbished or remanufactured product, such as a remanufactured toner cartridge or a retreaded tire, than include that information in the product description column and do not complete the postconsumer material, secondary material, and virgin material columns.

Product category	State's minimum recycled-content requirements
Compost and co-compost (CO) landscaping materials, erosion control, weed control, decomposed organic yard, or food materials	50% TR 10% PC
Glass Products (GL) windows, fiberglass (insulation), tiles, construction blocks, and flat glass sheets	50% TR 10% PC
Lubricating Oils (LO) motor, transmission fluids, power steering, crankcase, transformer dielectric fluids, gear, hydraulic, industrial fluids, base stock for tractors, vehicles, cars, trucks, and buses	50% TR 10% PC
Paint (PT) latex paint, interior/exterior, maintenance	50% TR 10% PC
Paper Products (PP) paper janitorial supplies, corrugated boxes, paperboard (boxes, cartons, wrapping), hanging files, file boxes, building insulation, containers	50% TR 10% PC
Plastic Products (PL) toner cartridges, blank diskettes and CDs, carpet, office products, plastic lumber, waste baskets, benches, tables, fencing, clothing, packaging, signs, posts, and binders	50% TR 10% PC
Printing and Writing Paper (PWP) xerographic, and higher-grade papers, high-speed copier paper, offset paper, forms, carbonless paper, ruled tablets, calendars, posters, manila file folders, index cards, white wove envelopes, and cover stock	30% PC
Solvents (SO) heavy printer cleaner, auto degreaser, parts cleaner	50% TR 10% PC
Steel Products (ST) For steel products complete only Dollars, Product Description, and Product Category columns. Common steel products include automobiles, trucks, staplers, paper clips, steel furniture, scissors, pipe, plumbing fixtures, ladders, shelving	25% TR 10% PC
Tire-Derived Products (TD) flooring, wheelchair ramps, playground cover, parking bumpers, truck-bed liners, pads, walkways, tree ties, road surfacing, wheel chocks, rollers, traffic control products, mud flaps, posts	50% PC
Tires (TI) retreaded tires, passenger, truck, bus, trailer/equipment tires. For retreaded tires indicate this in the product description column and do not complete the postconsumer material, secondary material, and virgin material columns.	50% TR 10% PC

TR = total recycled-content   **PC** = postconsumer content

For more information, please visit www.ciwmb.ca.gov/buyrecycled/. Mark your calendars, the 4th Annual Recycled Product Trade Show is April 10th-11th 2003, in Sacramento.